

18 OCT 1979

Executive Registry

10-8569

MEMORANDUM FOR: Deputy Director for Administration  
 Deputy Director for National Foreign Assessment  
 Deputy Director for Operations  
 Deputy Director for Science and Technology  
 Chairman, E Career Service

FROM: Deputy Director of Central Intelligence

SUBJECT: Career Service Panels for Secretarial and  
 Clerical Personnel

REFERENCE: DDCI Memo dated 13 April 1978, Subject:  
 Establishment of Career Service Panels  
 for the Career Management of Secretarial  
 and Clerical Panels

1. In paragraph 2 of the referent memorandum I covered the need to establish panels in each Career Service and their subgroups to administer the career management functions for secretarial personnel for GS-07's and below and all other clerical employees. It is possible that the way I specified this requirement may not have been as clear as I intended. The Director and I feel that in the interest of uniform practice, as well as equity, all employees under your jurisdiction must be under the purview of an appropriate panel for various aspects of career management, i.e., ranking, promotion, reassignment, counseling, etc. Please ensure that this is the case or, if it is not, that appropriate panels are established immediately.

2. I would appreciate a note from each of you concerning the above.

/s/ Frank C. Carlucci

Frank C. Carlucci

Attachment:  
 My Memo of 13 April 1978

Distribution:

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Originator:

Harry E. Fitzwater  
 Director of Personnel

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